

MUNICIPALITY OF ANCHORAGE

APPLICATION FOR RIGHT OF WAY SIDEWALK ENCROACHMENT PERMIT

Municipality of Anchorage
 Development Services Department
 Right of Way Section
 4700 Elmore Road - Anchorage, AK 99507
 Phone 907-343-8240
 MOAROWrequests@muni.org

It is the policy of the Municipality of Anchorage to provide a Sidewalk Encroachment Permit for placing customer advertising or direction signs, tables, chairs, benches, flower boxes, trash receptacle and similar customer amenities and decorative items on sidewalks in the Central Business Zoning Districts B-2A and B-2B.

Permits are valid for the calendar year with a valid Certificate of Liability Insurance on file with the MOA Right of Way Section. The fee for a Sidewalk Encroachment Permit is \$105. Applications are reviewed and processed annually. Please see reverse side of this sheet for how to apply and for Conditions of Permit.

This is an application for a Sidewalk Encroachment Permit for the _____ calendar year.

PRIMARY SITE

Business Name: _____
 Business Address: _____
 Mailing Address (if different) _____
 Business Phone: _____ Business Email: _____

CONTACT INFORMATION

Contact Person: _____
 Contact's Phone _____ Contact's Mobile _____

CERTIFICATE OF LIABILITY INSURANCE (CURRENT CERTIFICATE MUST BE ATTACHED)

Producer: _____
 Policy Number: _____ Policy Effective Date _____ Policy Expiration Date _____

TYPE OF APPURTENANCE (CHECK ALL THAT APPLY)

Bench Flower Box Board Sign Tables # _____ Chairs # _____ Other _____

SKETCH (additional drawing or photos may be attached)



This is a Typical Sign Board – Please indicate height and width of your sign and show its placement on sketch to

I herewith certify that the items to be placed in the sidewalk right of way comply with Section 24.30.020B of the Anchorage Municipal Code, and that there is a contiguous pedestrian walkway of at least eight (8) feet.

For ROW Use Only

Signature _____ Date _____

Date Received _____

Received By _____

Amount _____

Name Printed _____

ROW Permit No. _____

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HOW TO APPLY AND CONDITIONS OF PERMIT

How to Apply

1. Complete the Sidewalk Encroachment Permit Application. List all the encroachments you wish to include under the permit. Please print information on application.
2. Attach a copy of your current Certificate of Liability Insurance to the application.
3. Complete the sketch showing location of encroachments and compliance to permit conditions. Show and label distances around and the dimensions of each appurtenance. Photos showing the encroachments and their placement are strongly encouraged; please attach them to your application.
4. Sign the application to verify you meet all conditions of the permit.
5. Deliver or Email the application with attachments to the location shown at the top right of this page. If you have photos to attach, please be advised some photos do not transmit well over e-mail.
6. DO NOT SUBMIT PAYMENT WITH APPLICATION.
7. Right of Way staff will notify the contact person when the permit is ready for pick up.
8. The \$105 permit fee is due when the permit is issued. Please note Permittee must be present to sign and make payment for the permit at the Right of Way office location. At this time, we are unable to offer alternative signature or payment methods, and apologize for the inconvenience this may cause. The Community Development Department Cashier accepts cash, check, and most major credit cards. They do not accept American Express.

Conditions of Permit

1. Permittee shall maintain a contiguous eight (8) foot wide pedestrian passageway on the sidewalk.
2. Signs shall not exceed six (6) square feet in area on any one of its faces provided however, that signs shall have not more than two faces.
3. Permittee shall locate encroachments directly in front of the permittee's storefront premises.
4. Embellishments to sign boards or other appurtenance such as garland, banners, flags, or balloons tethered by string may pose a safety hazard and are not permitted.
5. Permittee shall hold a current Certificate of Liability Insurance acceptable to Risk Management in the minimum amount of \$300,000.00 Compensation/General Liability.
6. Certificate of Liability Insurance must show the Certificate Holder as the Municipality Of Anchorage, Right of Way Section, 4700 Elmore Road, Anchorage, AK 99507. A copy of the current certificate must be on file with same.
7. Permittee shall place encroachments in such a manner that reasonably ensures the safe and unobstructed movement of pedestrians; the safe and unobstructed use of permitted on-street parking; and, that allows necessary sidewalk and building access for fire and emergency purposes.
8. Permittee shall display the Sidewalk Encroachment Permit in the window of the permittee's storefront. A reduced version is acceptable as long as it can be seen.